



THE PROCUREMENT PROCESS REQUISITION THROUGH INVOICE VERIFICATION

Module 3 GOODS RECEIPT (MIGO TRANSACTION)



Types of Goods Receipt Activities

Goods Receipt for a Purchase Order

Return Delivery for a Purchase Order

Goods Receipt Cancellation

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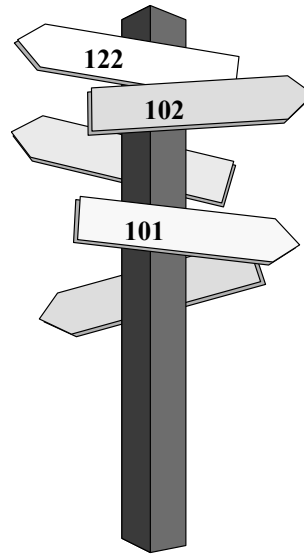
» *Goods Receipt for a Purchase Order* activity is performed when materials or services are received as a direct result of the issuance of a purchase order.

» *Return Delivery for a Purchase Order* activity is performed when the materials received do NOT meet the requirements, but had previously been keyed with a Goods Receipt transaction.

» *Goods Receipt Cancellation* activity is performed when the receipt of the materials is erroneously entered.

Movement Types

All Goods Receipt
Activities are tied to a
3 digit Movement
Type.



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Revised 8-01-04

A **MOVEMENT TYPE** is a 3 digit key that indicates the type of material movement occurring in the system.

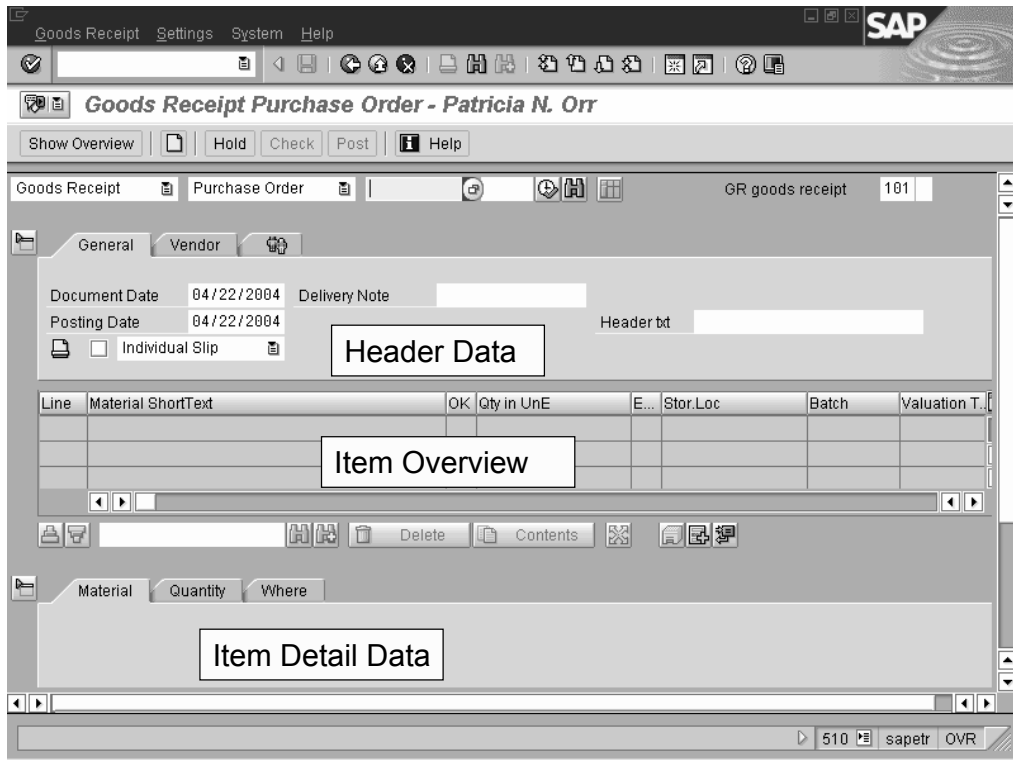
A Movement Type enables the AASIS system to find predefined rules determining how the accounts of the financial accounting system are posted.

Movement types default for you based on the “activity” selected in the Goods Receipt transaction.

Goods Receipt Screen Layout



Let's look at the Goods
Receipt Screen...

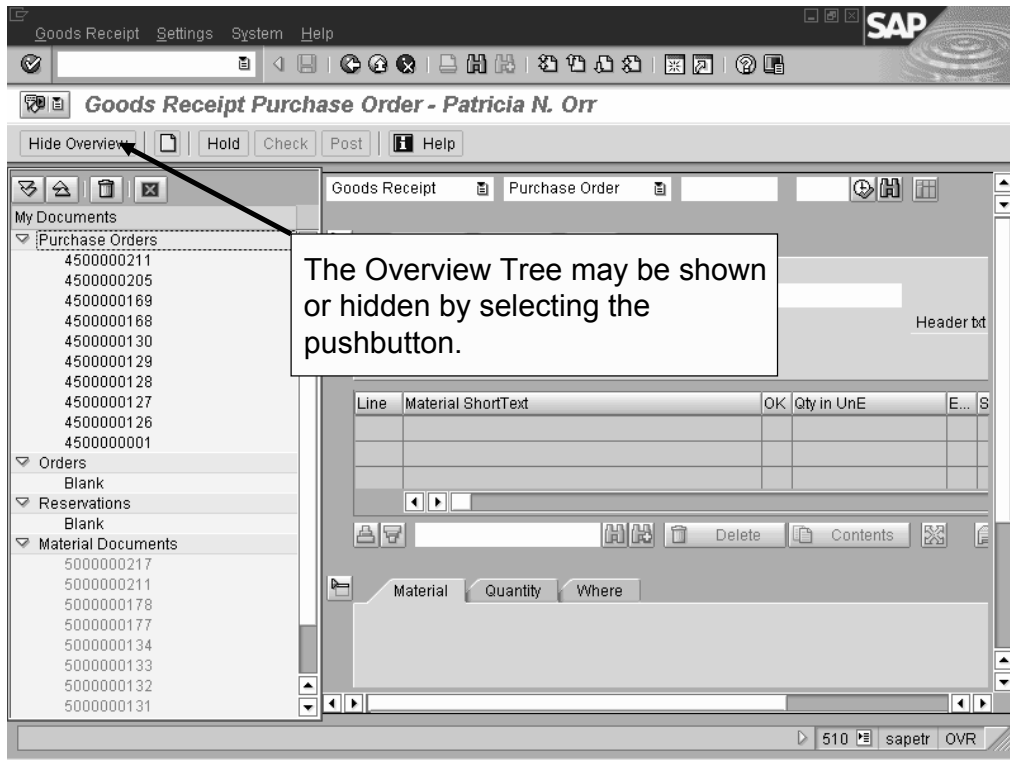


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The Goods Receipt (MIGO Transaction) screen has 3 main screen areas:

- Header Data
- Item Overview
- Item Detail Data



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The Goods Receipt screen also has an Overview tree available, which holds data for the last 10 documents accessed by the user.

Types of documents displayed will be

- Purchase Orders
- Orders
- Reservations
- Material Documents
- Held Documents

If Document Number is not in list, you can go to ME23N and look on PO History Tab for the number.

[illegible]

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On the screen are fields in which to maintain:

- The Activity to be performed: Goods Receipt, Return Delivery, Cancellation, Display or Subsequent Delivery
- Reference Document for the activity: Purchase Order or Material Document
- The Document Number: The Purchase order or Material Document number

The field to the right of the document number is used for various information, depending on the activity to be performed. For a Goods Receipt for Purchase Order, the field may be used to put in the item number on the PO of the material being received. If the activity is a Cancellation or Return Delivery, it is used for populating the posting year of the document.

Document Data affecting Good Receipts

- **Tolerances**



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There are fields within the Purchase Order, if required to be maintained, which may cause warning or error messages or require extra data to be maintained when entering a Goods Receipt.

The Goods Receipt **Tolerances**, under and over delivery, are a percentage of the order quantity up to which an under-delivery or over-delivery of an item will be accepted in the AASIS system.

Document Data affecting Good Receipts

- **Tolerances**

Under-delivery
Over-delivery



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Under-delivery tolerance is a percentage, based on the order quantity, up to which an under-delivery of the item will be accepted. The under-delivery tolerance will also activate the **Delivery Completed Indicator** for the item in the purchase order, once the tolerance level has been reached, if the delivery completed indicator is maintained with “set automatically”.

Over-delivery tolerance is a percentage, based on the order quantity, up too which an over-delivery of the item will be accepted. The over-delivery tolerance will allow over-shipments by the Vendor to be accepted into the AASIS system.



Key Terms for Goods Receipt

- Good Receipt
- Invoice Verification
- Three-Way Match
- Movement Type



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Goods Receipt

Document that indicates the materials or services have been received.

Invoice Verification

The process of entering and checking vendor invoices, comparing with the purchase order and the goods receipt document. Also referred to as a **“Three-way Match”**.

Movement Type

A three digit key that indicates the type of material movement occurring in AASIS. A Movement Type enables the system to find predefined rules determining how the accounts of the Financial Accounting system are posted.



Key Terms for Goods Receipt

- Unrestricted Stock
- Delivery Completion Indicator



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Unrestricted Stock

Materials received and released for payment pending input of an invoice.

Delivery Completion Indicator

This is a field value in the Goods Receipt process that, if selected, will indicate the delivery for a particular purchase order item is complete.

Key Terms for Goods Receipt

- Return Delivery
- Under-delivery
Tolerance
- Over-delivery
Tolerance



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Return Delivery is returning goods to an external supplier. A return delivery references a purchase order or goods receipt.

Under-delivery Tolerance

Percentage (based on the order quantity) up to which an under-delivery of this item will be accepted.

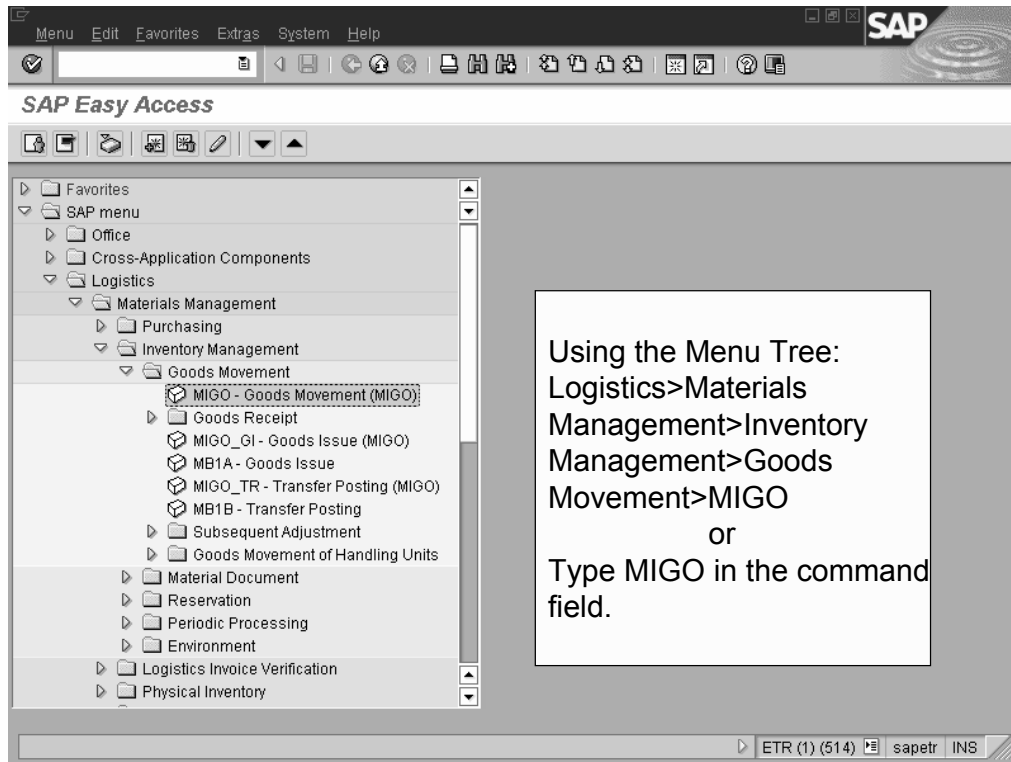
Over-delivery Tolerance

Percentage (based on the order quantity) up to which an over-delivery of this item will be accepted.

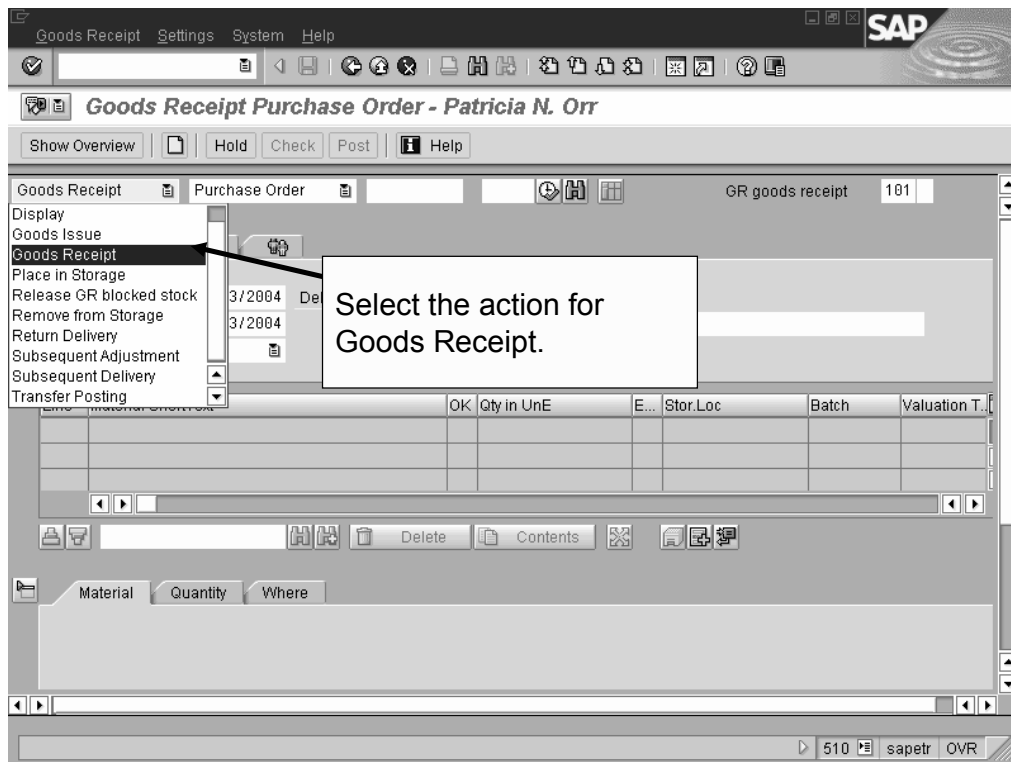


Post Goods Receipt

For Purchase Order



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3-15

The screenshot shows the SAP 'Goods Receipt Purchase Order' interface for user Patricia N. Orr. The title bar includes 'Goods Receipt', 'Settings', 'System', and 'Help'. Below the title bar is a menu bar with 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. The main window has tabs for 'Goods Receipt' and 'Purchase Order', with 'Purchase Order' selected. A callout box with an arrow pointing to the 'Purchase Order' tab contains the text: 'Purchase Order will default as the Reference Document type.' The interface also shows a 'General' tab with fields for 'Document Date', 'Posting Date', and 'Individual'. Below this is a table with columns: 'Line', 'Material ShortText', 'OK', 'Qty in UnE', 'E...', 'Stor.Loc', 'Batch', and 'Valuation T.'. At the bottom, there are tabs for 'Material', 'Quantity', and 'Where', and a status bar showing '510', 'sapetr', and 'OVR'.

3-16

The screenshot shows the SAP 'Goods Receipt Purchase Order' screen for user Patricia N. Orr. The interface includes a menu bar (Goods Receipt, Settings, System, Help), a toolbar, and a document header section. The document type is 'GR goods receipt' and the number is '101'. The purchase order number '4500000213' is entered in the 'Purchase Order' field. A callout box with the text 'Enter the Purchase Order number then green check or enter.' points to the purchase order number field. The interface also shows tabs for 'General', 'Vendor', 'Material', 'Quantity', and 'Where'.

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Goods Receipt Purchase Order 4500000213 - Patricia N. Orr

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

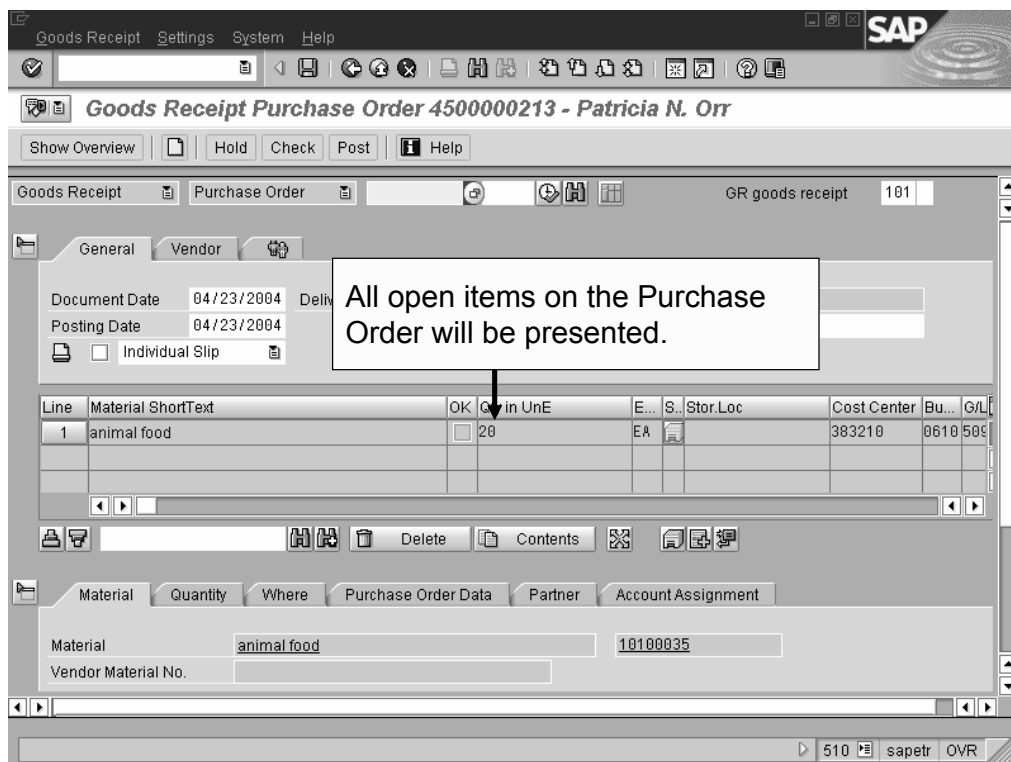
General | Vendor

Document Date: 04/23/2004 | Delivery Note: Packing List # | Vendor: Maxs Pet Store
Posting Date: 04/23/2004 | Header txt:
☐ Individual Slip

Line	Material ShortText
1	animal food

510 | sapetr | OVR

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Goods Receipt Purchase Order 4500000213 - Patricia N. Orr

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt 101

General | Vendor

Document Date: 04/23/2004 | Posting Date: 04/23/2004 | ☐ Individual Slip

All open items on the Purchase Order will be presented.

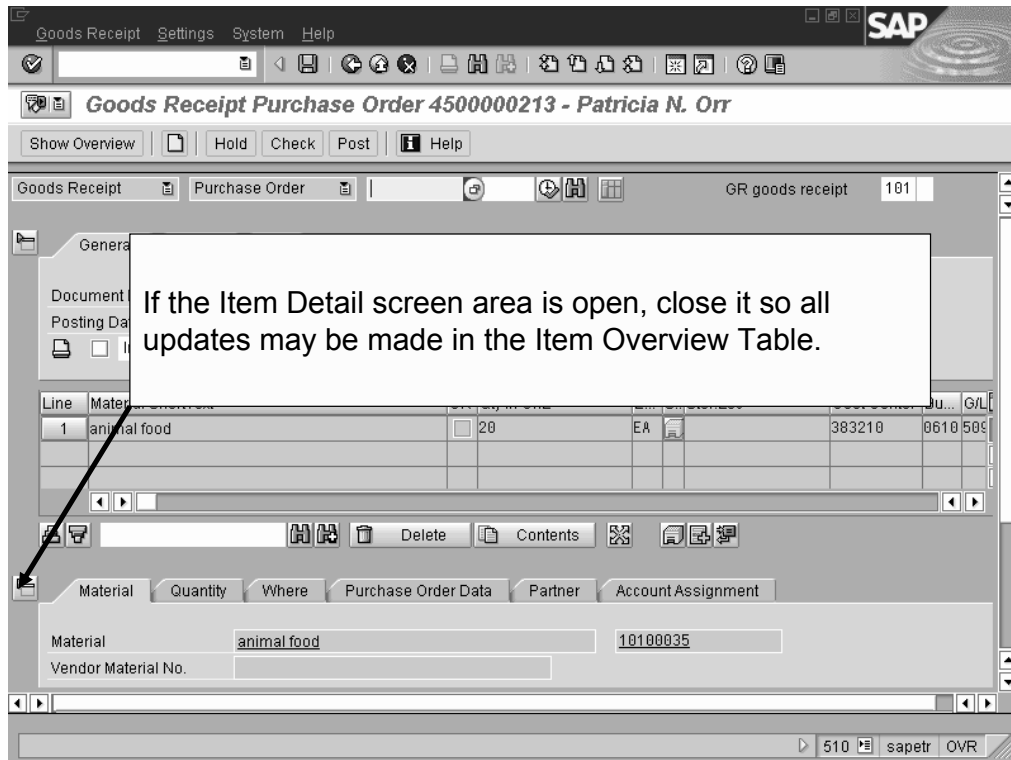
Line	Material ShortText	OK	Q in UnE	E...	S...	Stor.Loc	Cost Center	Bu...	GL
1	animal food	<input type="checkbox"/>	20	EA			383210	0610	500

Material: animal food | 10100035

Vendor Material No.:

510 | sapetr | OVR

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Goods Receipt Purchase Order 4500000213 - Patricia N. Orr

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt 101

General | Vendor

Document Date: 04/23/2004 | Delivery Note: | Packing List #: | Vendor: Maxs Pet Store
 Posting Date: 04/23/2004 | Header bt: |
☐ Individual Slip

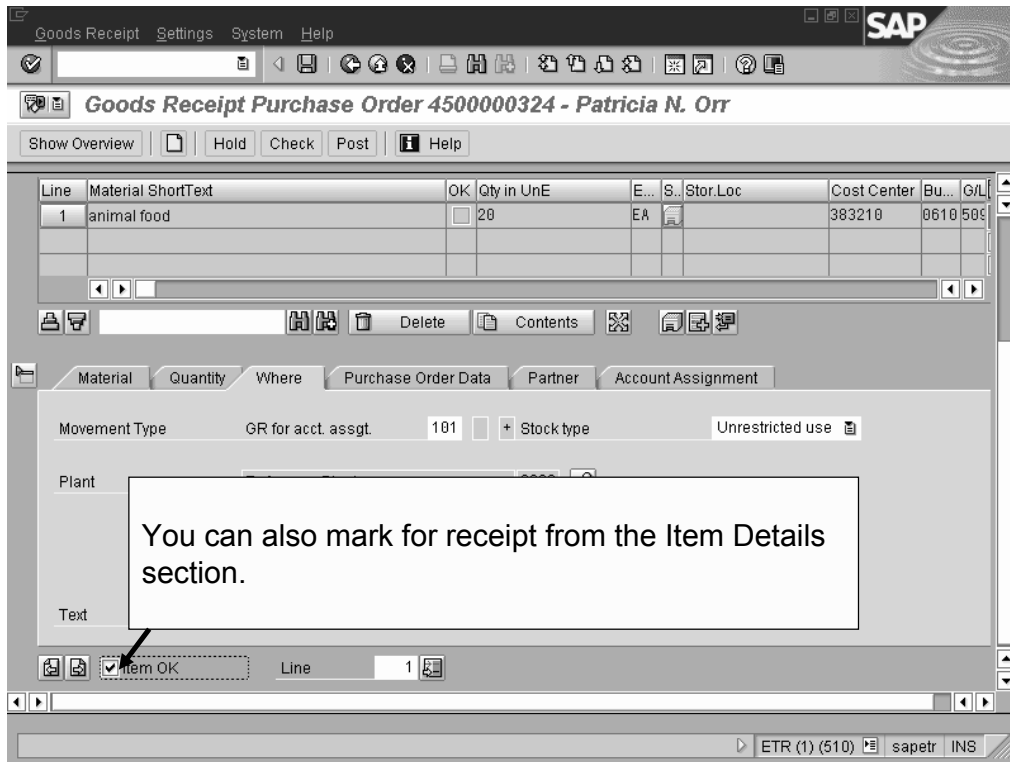
Line	Material ShortText	OK	Qty in UnE	E...	S...	Stor.Loc	Cost Center	Bu...	G/L
1	animal food	<input type="checkbox"/>	20	EA			383210	0610	500

Verify that all the information is correct, select the "OK" checkbox to mark for receipt.

Detail data

510 | sapetr | OVR

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Goods Receipt Purchase Order 4500000324 - Patricia N. Orr

Show Overview | Hold | Check | Post | Help

Line	Material ShortText	OK	Qty in UnE	E...	S...	Stor.Loc	Cost Center	Bu...	G/L
1	animal food	<input type="checkbox"/>	20	EA			383210	0610	500

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Movement Type: GR for acct. assgt. 101 | Stock type: Unrestricted use

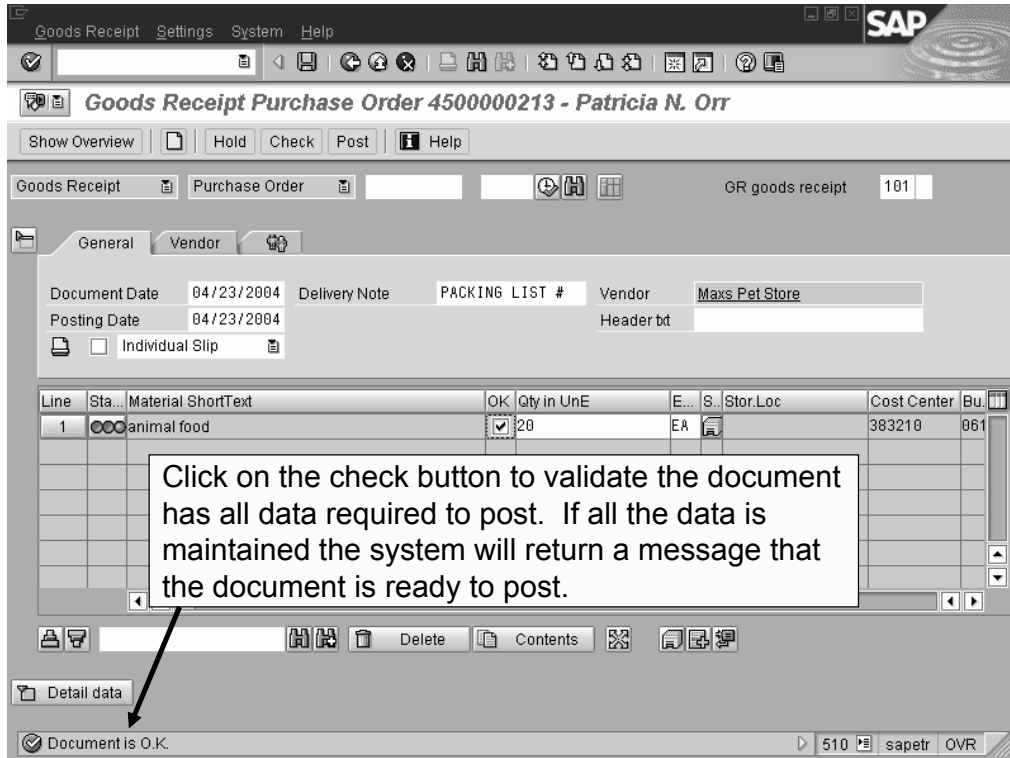
Plant:

Text:

☒ Item OK | Line: 1

ETR (1) (510) sapetr INS

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Goods Receipt Purchase Order 4500000213 - Patricia N. Orr

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

General | Vendor

Document Date: 04/23/2004 | Delivery Note: PACKING LIST # | Vendor: Maxs Pet Store
Posting Date: 04/23/2004 | Header bt

☐ Individual Slip

Line	Sta...	Material ShortText	OK	Qty in UnE	E...	S...	Stor.Loc	Cost Center	Bu...
1	000	animal food	<input checked="" type="checkbox"/>	20	EA			383210	061

Click on the check button to validate the document has all data required to post. If all the data is maintained the system will return a message that the document is ready to post.

Detail data

Document is O.K.

3-23



Goods Receipt Purchase Order - Patricia N. Orr

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

General | Vendor

Document Date: 04/23/2004 | Delivery Note: | Header bt: |
Posting Date: 04/23/2004 |
☐ Individual Slip

Line	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Batch	Valuation T.

Detail data

Material document 5000000219 posted | 510 | sapetr | OVR

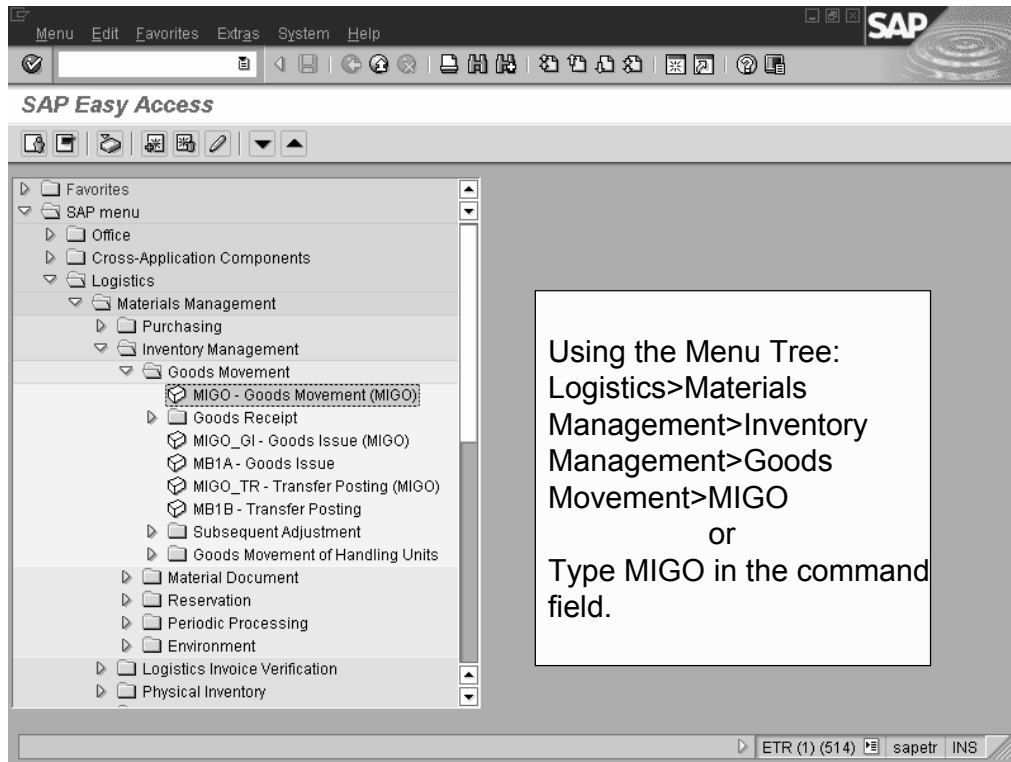
Upon saving, the system will generate the material document number at the bottom of the screen.



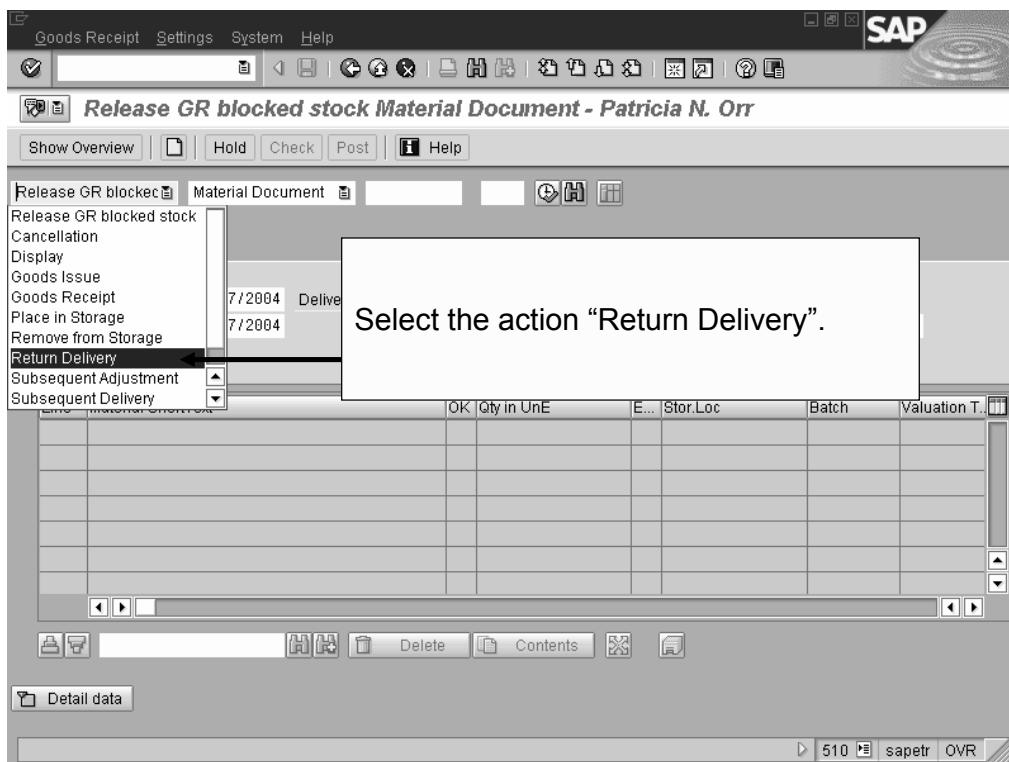
Goods Receipt

Post a Return Delivery

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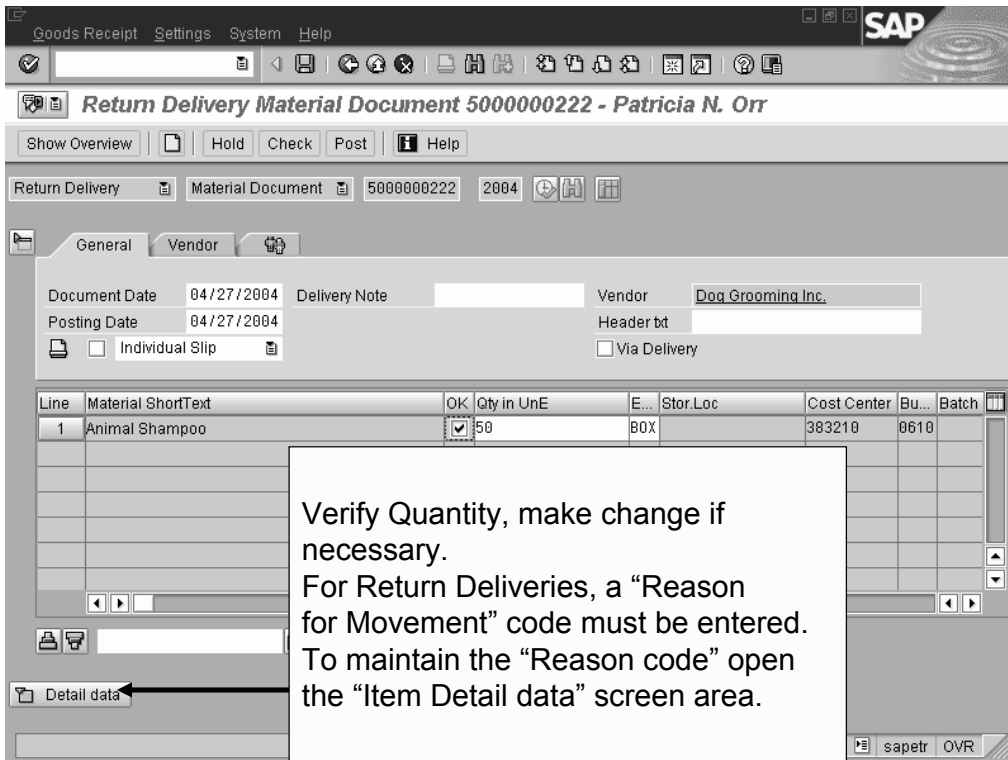
3-26



3-27

The screenshot shows the SAP 'Return Delivery Material Document' screen for user Patricia N. Orr. The title bar includes 'Goods Receipt', 'Settings', 'System', and 'Help'. Below the title bar is a menu bar with 'Return Delivery', 'Material Document', and a text field containing '5000000222'. The year '2004' is also visible. A callout box with a black border and white background contains the text: 'Enter the Material document number. Click the green check or hit enter.' Two arrows point from this box: one to a green checkmark icon in the top-left corner of the document area, and another to the text field containing '5000000222'. The main area of the screen is divided into a 'General' tab and a table with columns 'Line', 'Material Short', 'Batch', and 'Valuation T.'. The table is currently empty. At the bottom of the screen, there is a status bar showing '510', 'sapetr', and 'OVR'.

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Goods Receipt Settings System Help

Return Delivery Material Document 5000000222 - Patricia N. Orr

Show Overview | Hold | Check | Post | Help

Return Delivery | Material Document | 5000000222 | 2004

General | Vendor

Document Date: 04/27/2004 | Delivery Note: | Vendor: Dog Grooming Inc.
 Posting Date: 04/27/2004 | Header txt: |
☐ Individual Slip | ☐ Via Delivery

Line	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Cost Center	Bu...	Batch
1	Animal Shampoo	<input checked="" type="checkbox"/>	50	BOX		383210	0610	

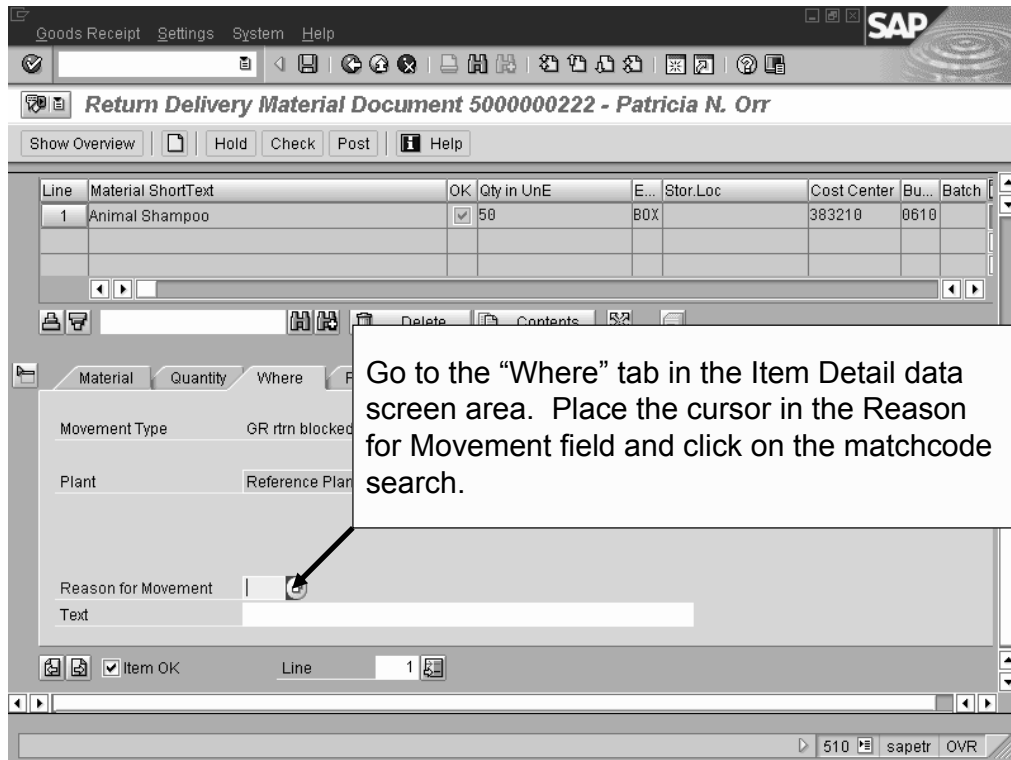
Detail data

sapetr OVR

Verify Quantity, make change if necessary.

For Return Deliveries, a "Reason for Movement" code must be entered. To maintain the "Reason code" open the "Item Detail data" screen area.

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Goods Receipt Settings System Help

Return Delivery Material Document 5000000222 - Patricia N. Orr

Show Overview Hold Check Post Help

Line	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Cost Center	Bu...	Batch
1	Animal Shampoo	<input checked="" type="checkbox"/>	50	BOX		383210	0610	

Material Quantity Where

Movement Type GR rtn blocked

Plant Reference Plan

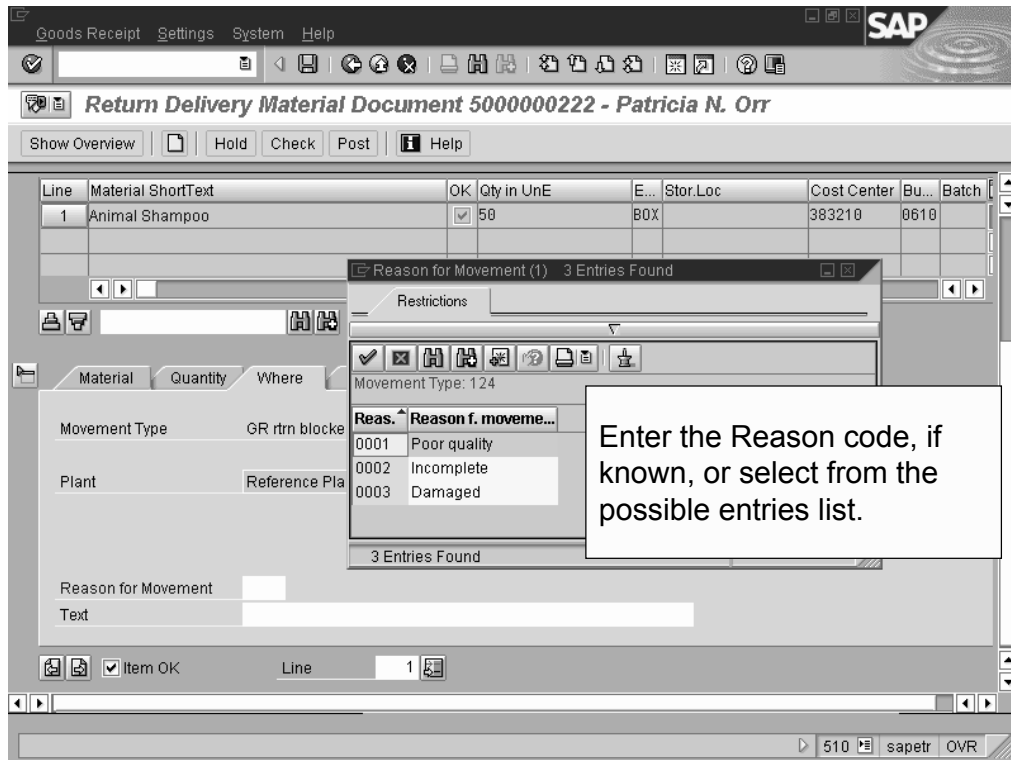
Reason for Movement

Text

☒ Item OK Line 1

510 sapetr OVR

Go to the "Where" tab in the Item Detail data screen area. Place the cursor in the Reason for Movement field and click on the matchcode search.



Goods Receipt Settings System Help

Return Delivery Material Document 5000000222 - Patricia N. Orr

Show Overview Hold Check Post Help

Line	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Cost Center	Bu...	Batch
1	Animal Shampoo	<input checked="" type="checkbox"/>	50	BOX		383218		0610

Reason for Movement (1) 3 Entries Found

Restrictions

Movement Type: 124

Reas. Reason f. moveme...

- 0001 Poor quality
- 0002 Incomplete
- 0003 Damaged

3 Entries Found

Enter the Reason code, if known, or select from the possible entries list.

Reason for Movement

Text

Item OK Line 1

510 sapetr OVR

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Goods Receipt Settings System Help

Return Delivery Material Document 5000000222 - Patricia N. Orr

Show Overview Hold Check Post Help

Return Delivery Material Document 5000000222 2004

General Vendor

Document Date 04/27/2004 Delivery Note Vendor Dog Grooming Inc.

Posting Date

☐ Indirect

Line Material

Line	Material
1	Animal S

Batch

610

Close the Detail data section.

Select the "check" button to verify all entries have been made. If all data is correct, the system will return the message that the document is ready to post.

Post (save) the document.

Delete Contents

Detail data

510 sapetr OVR

3-32



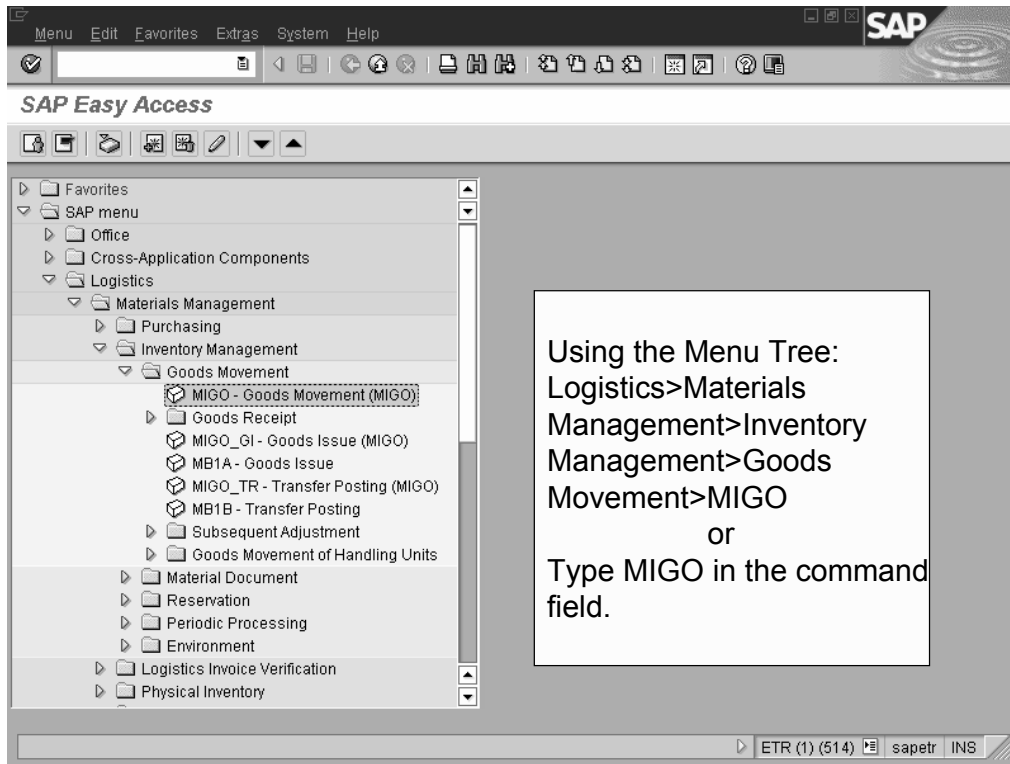
The screenshot shows the SAP 'Return Delivery Material Document' interface. At the top, the title bar reads 'Return Delivery Material Document - Patricia N. Orr'. Below this, there are tabs for 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. The main area is divided into sections. The 'General' section contains fields for 'Document Date', 'Delivery Note', 'Posting Date' (04/27/2004), 'Header bt', and a checkbox for 'Via Delivery'. Below this is a table with columns: 'Line', 'Material ShortText', 'OK', 'Obv. LinE', 'E', 'Stor Loc', 'Batch', and 'Valuation T'. A large white text box is overlaid on the table, stating: 'The system will display the Material Document number upon posting the document.' Below the table, there are buttons for 'Print', 'Delete', 'Contents', and 'X'. At the bottom, there is a 'Detail data' button and a status bar that reads 'Material document 5000000223 posted'. A black arrow points from the text box to the status bar.

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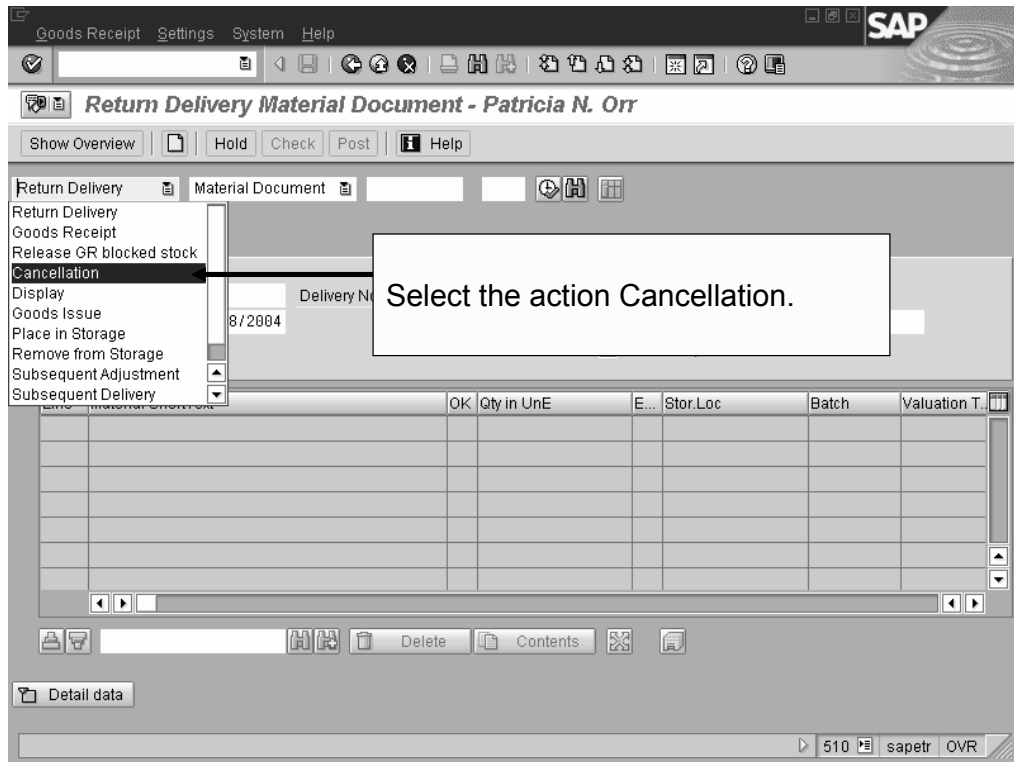


Goods Receipt

Post a Cancellation of a Goods Receipt



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The screenshot shows the SAP 'Cancellation Material Document' interface. At the top, there's a menu bar with 'Goods Receipt', 'Settings', 'System', and 'Help'. Below it is a toolbar with various icons. The main title is 'Cancellation Material Document - Patricia N. Orr'. Below the title, there are buttons for 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. The document type is 'Cancellation' and the material document number is '5000000224' for the year '2004'. A callout box with the text 'Enter the Material Document Number. Green check or hit enter to continue.' points to the document number field. Below this, there's a 'General' tab with fields for 'Document Date' and 'Posting Date' (04/28/2004). A table with columns 'Line', 'Material ShortText', and 'Valuation T.' is visible. At the bottom, there are buttons for 'Delete' and 'Contents', and a status bar showing '510 sapetr INS'.

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Goods Receipt Settings System Help

Cancellation Material Document 5000000224 - Patricia N. Orr

Show Overview Hold Check Post Help

Cancellation Material Document 5000000224 2004

General Vendor

Document Date 04/28/2004 Delivery Note Vendor Pet Smart
Posting Date 04/28/2004 Header bt
☐ Individual Slip

Line	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Cost Center	Bu...	G/L Ac
1	Animal Vitamins	<input checked="" type="checkbox"/>	30	EA		383210	0610	50900

Make sure the Detail Data section is closed. Select the "OK" checkbox to mark for cancellation. Select the "Check" pushbutton to validate the document has all data required to post.

Detail data

510 sapetr INS

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Goods Receipt Settings System Help

Cancellation Material Document 5000000234 - Patricia N. Orr

Show Overview Hold Check Post Help

Cancellation Material Document 5000000234 2004

General Vendor

Document Date 04/28/2004 Delivery Note Vendor Pet Smart
Posting Date 04/28/2004 Header bt
☐ Individual Slip

Line	Sta...	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Cost Center	Bu...
1	000	Animal Vitamins	<input checked="" type="checkbox"/>	30	EA		383210	0610

Detail data

Document is O.K. 510 sapetr INS

If the document has all the data it needs, you will receive a message that the document is O.K. You can now post.

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The screenshot shows the SAP 'Cancellation Material Document' screen. The document number '5000000242' is entered in the 'Material Document' field. A callout box with the text 'The document number will display at the bottom of the screen.' points to the status bar at the bottom of the screen, which displays 'Material document 5000000242 posted'.

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